



Under-insured Tally Sheet

(optional use)

[illegible]

Instructions for Completing the *Optional Under-insured* Tally Sheet

Each child receiving State Supplied vaccine in the clinic should be accounted for on this form. This tally sheet compiles the information necessary to complete the *Quarterly Doses Administered Report*.

- Print the clinic name and the quarter/year of this information.
- Place a check mark in the appropriate age and eligibility column.
(One line per child, counted by visit/encounter).
- Place a check mark in the column for each vaccine administered to the child at the visit/encounter.
- Total all columns (Eligibility Status and Vaccines)
- Transfer the Totals to the *Quarterly Doses Administered Report*.

Tally Sheets are for provider's use only.

Do NOT return to the Utah VFC Program.